



CITY OF NEWTON, MASSACHUSETTS

DEPARTMENT OF HUMAN RESOURCES

Interim Protocols on the Usage of Masks/Cloth Face Coverings Effective April 6, 2020

1. Purpose:

This document outlines the usage of City provided masks/cloth face coverings by applicable employees.

2. Scope:

On April 3, 2020, the Center for Disease Control (CDC) recommended the wearing of cloth face coverings in public settings where other social distancing measures are difficult to maintain.

3. Applicability:

Applies to all employees of the City (non-public safety) who are physically reporting to work.

4. Protocols:

- a. The City will provide all applicable employees with at least one reusable/washable mask and/or face covering that meets the CDC recommendations as soon as we are able to procure them.
- b. Employees are responsible for the proper usage and maintenance/cleaning of the mask or face covering they are given.
- c. Any employee who prefers to obtain or use their own mask or face covering may do so.
- d. The City retains the right to require an employee to use a City issued face mask if the employee's personal one is deemed not appropriate for work.

5. Usage:

Employees should use the mask/face covering in the following way:

- a. Must be worn during the workday when interacting with members of the public, where social distancing is not possible.
- b. Must be worn during the workday when social distancing between other staff members is not possible.
- c. Where social distancing in the office or at the worksite is possible, the employee may choose to wear the mask.
- d. The use of a mask does not replace the expectation that employees should maintain proper social distancing and good hand washing practices.

6. Resources:

For assistance regarding this protocol, please contact the Human Resources Department at 617-796-1260 or by email at HR@newtonma.gov.

[CDC Guidance: Use of Cloth Face Coverings](#)

[CDC Video: How to Create a Cloth Face Covering](#)

Interim Protocols on the Usage of Masks/Cloth Covering

Questions and Answers

Q: How do I put on a mask or face covering? How do I take it off?

A: Be sure to always wash your hands before putting on a mask and be careful not to touch your eyes, nose, and mouth when putting on, or taking off, the mask or face covering. When removing the mask, be sure to wash your hands immediately after.

Q: What are the care/wash instructions for my mask or face covering?

A: If you are provided a washable mask, you can simply hand wash your mask and hang it to dry. Many can also be machine dried.

Q: When should I wear my mask or face covering?

A: Employees should wear the mask when interacting with members of the public and when interacting with other employees – when social distancing is not possible. If social distancing in your office, or on your work site is possible, you may choose to wear the mask.

Q: I am concerned that a coworker is not wearing a mask. What should I do?

A: If social distancing is possible, your coworker may choose whether or not to wear his or her mask. If social distancing is possible, you may also choose whether or not to wear your mask.

Q: We are all wearing masks now, do you still need to practice social distancing?

A: Masks are to be used when it is difficult to maintain social distance, but they are not a replacement for social distancing and good hand hygiene.

Q: Do I need to change my mask more than once per day?

A: No, you may use your mask for your full workday. The masks are washable and reusable so you can wear them multiple times.

Q: Should employees who interact with the public change their masks more frequently?

A: Other than first responders, who have specialized personal protective equipment, an employee who interacts with the public does not need to change masks. So long as you practice social distancing, good hygiene and maintain your mask each day, you will not need to change it during the workday.

Q: My mask broke, who do I contact for one?

A: We will start by providing one mask per person. If you are in need of another mask you may ask your immediate supervisor. Your supervisor will contact the appropriate personnel to check on supply. If no supply is available, employees are encouraged to visit the CDC website at the following address to learn how to make a cloth face covering.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>